



Fort Valley State University Administrative Policies & Procedures Manual

Non-Retaliation/Non-Retribution Policy

Background & Purpose:

- Fort Valley State University has implemented a compliance program that promotes the highest standard of ethical and legal conduct. Standards of conduct and procedures for faculty members, and staff and students are implemented to guide this effort.
- Fort Valley State University believes that positive employee relations and morale can be best achieved and maintained in a working environment that promotes ongoing open communication between supervisors and their employees. Open and candid discussions of employee problems and concerns are encouraged.
- Fort Valley State University believes employees and students should be able to express their problems, concerns, and opinions on any issue and feel that their views are important. To that end, a policy that will encourage employees to communicate problems, concerns, and opinions without fear of retaliation or retribution will be implemented.

The Policy

1. All employees and/or students are responsible for promptly reporting actual or potential wrongdoing, including actual or potential violation of law, regulation, policy, or procedure.
2. The Office Institutional Compliance will maintain an “open door policy” to allow individuals to report problems and concerns.
3. The Office of Institutional Compliance will act upon the concern promptly and in the appropriate manner.
4. The Compliance and Ethics Hotline is designed to permit individuals to call, anonymously or in confidence, to report unethical conduct, fraud, waste, abuse or personnel problems and concerns.
5. Employees and/or students who report concerns in good faith will not be subjected to retaliation, retribution, or harassment.
6. No employee or student is permitted to engage in retaliation, retribution, or any form of harassment against another employee and/or student for reporting compliance-related concerns. Any retribution, retaliation, or harassment will be met with disciplinary action.
7. Employees and students cannot exempt themselves from the consequences of wrongdoing by self-reporting, although self-reporting may be taken into account in determining the appropriate course of action.



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Compliance and Ethics Procedures

1. Knowledge of actual or potential wrongdoing, misconduct, or violations of the Compliance plan must be reported immediately to management, the Office of Institutional Compliance, or the Compliance Hotline.
2. All managers must maintain an open-door policy and take aggressive measures to assure their staff and students that the system truly encourages their reporting of problems and that there will be no retaliation, retribution, or harassment for doing so.
3. Departmental administrators must provide a copy of this policy to all employees.
4. A copy of the policy must be posted in every department/division.
5. If employees and/or students have concerns, they should be addressed in the following order:
 - a. Immediate Supervisor
 - b. Department Manager
 - c. Department Head/Director
6. If an employee and/or student feels uncomfortable with the above, the employee and/or student should report concerns directly to the hotline Office of Internal Audit and Institutional Compliance (877-516-3430).
7. All concerns will be investigated within 30 days.
8. Confidentiality regarding employee and/or student concerns and problems will be maintained at all times insofar as legally and practically possible, only those personnel who have a need to know will have access to personal information.